



Vacancy Announcement for Senior Policy Officer – Health Tax Unit Role

Job Description

Role	Senior Policy Officer – Health Tax Unit
Reports to	Policy Research and Advocacy Manager
Contract Duration	Two Years
Salary Grade	9
Location	Remote with an option to work from Nairobi Office

Tax Justice Network Africa

Tax Justice Network Africa (TJNA) is a pan-African organisation that advocates for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality. Our policy influence enables citizens and institutions to seek fair tax systems.

About the role

The Senior Policy Officer will play a crucial role in ensuring effective implementation of the Tobacco tax advocacy In Africa (TTAA) project, the Health Tax in Africa Project and other interventions implemented by the Health Tax Unit (HTU) under the Health Tax Pillar. The Senior Policy Officer will work closely with their team to oversee the sub-grantees/implementing partners and ensure timely reporting and delivery of project objectives. The Senior Policy Officer will work closely with the Policy Research and Advocacy Manager to help contribute to meeting the organisation’s overall objectives including alignment with other Key Results Areas, the development of knowledge pieces and assisting with advocacy campaigns.

Key Responsibilities

Oversee and provide strategic over the following:

1. The implementation of the projects implemented under the Health Tax Pillar, specifically through technical support of the national sub-grantees, regional partners and other stakeholders in the ecosystem.
2. Outcomes of the national sub-grantees, regional partners, technical partners, core Gates partners and other implementing partners.
3. Conceptualisation and drafting of policy briefs.
4. Maintenance of the knowledge hub on emerging trends in tobacco control and tobacco industry countering, as well as trends in global health tax.
5. Identification and coordination of joint work streams with other policy areas.
6. Review of research papers (between technical/academic partners and the sub-grantees)
7. Provide desk support for partnership visits, international meetings, conferences.
8. Drafting and development of internal and external progress reports, budgets, concept notes and proposals.
9. Monitoring and Evaluation reports and other feedback mechanisms for internal management and external project stakeholders.
10. Donor liaison and stakeholder engagement.



11. Collaboration with other departments to integrate the workstream into overall organisational program planning and implementation.
12. Improving visibility and fundraising for the HTU.

Qualifications and Skills

- Master's/Post Graduate Degree in a relevant field (e.g. Tax, Economics, Law, Development Studies, Public Policy, Public Health)- and at least 5 years' experience in policy analysis and research.
- Proven experience in monitoring and evaluating development projects and general grant management.
- Familiarity with tax justice issues and domestic resource mobilisation policies in Africa.
- Strong analytical and report-writing skills.
- Proficiency in relevant software tools for data analysis STATA, SAS, PYTHON.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Required Competencies & Experience

- Minimum five years of work experience in a civil society organisation or think tank; or public policy analysis.
- Proven experience working with NGO networks and coalitions in Africa.
- Proven experience in leading the development and implementation of partnership and network strategies and initiatives.
- High-level interpersonal communication, analytical, and organizational skills, with the ability to undertake multiple tasks simultaneously and work with a diverse range of actors at different levels.
- Demonstrated ability to assess priorities, and work under pressure to meet deadlines with attention to detail and quality.
- Ability to work independently and collaboratively to meet deadlines.
- Experience in research and advocacy at national and regional level.

Other experience and Knowledge

- Good oral and writing skills in English. The ability to communicate and work in French will be an added advantage.
- Proficiency in STATA, SAS and other econometric software.
- Proficiency in Microsoft Office 365.

How to Apply:

Does the role description align with your qualifications?

Qualified and interested candidates are requested to submit their applications using this link:

[Senior Policy Officer - Health Tax Unit Applications](#)

The closing date for applications is 24th April 2026. Due to the anticipated number of applications, only short-listed candidates will be contacted.



TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.